



Transactional Records Access Clearinghouse  
Syracuse University

July 19, 2018

Dear FOIA Officer:

Under the provisions of the Freedom of Information Act, we request a case-by-case listing of all FOIA requests received by the FOIA office from October 1, 2012 – June, 2018, with the following data fields:

- (a) Assigned request tracking number
- (b) Office (where multiple components)
- (c) Date of request
- (d) Date request was received
- (e) Track assigned
- (f) Date closed (where closure has occurred at the time you process this request)

Please note you will be regularly receiving requests for updated information on your FOIA workload. To the extent you have previously provided us complete information in the requested format on a particular closed case, it is not necessary to provide information on that case again. However, if you find it simpler to provide information on the status of every request received during this time period, this is certainly acceptable as well.

This listing should be provided as a CSV or other equivalent machine-readable text format that retains the structure of the text in its original tabular form. [Equivalent formats, for example, include Excel, tab-delimited text, XML, fixed-column-width text. PDF files do not meet this requirement since the tabular structure of the text is stripped off from the original source when a PDF format is created.]

We request that we be classified as a representative of the news media under the provisions of the Freedom of Information Act, and as representatives of an educational institution, whose purpose includes scholarly, scientific research. TRAC is a center jointly sponsored by the Newhouse School of Public Communications and the Whitman Management School at Syracuse University. TRAC's faculty and staff carry out an active program of scholarly research, publication and distribution under the direction of its co-directors, Dr. Long and Professor Burnham. Our work focuses on the federal government and its day-to-day activities, including how federal agencies implement their obligations under the Freedom of Information Act. For more than two decades, we have gathered information of interest to the public, transformed this information utilizing our editorial and research expertise into various works -- including computerized knowledge bases and reports -- and actively distributed these works through a variety of channels, including through our two public websites: <http://FOIAproject.org> and <http://trac.syr.edu>. Our publications are widely used by other researchers, the news media, government, and the public. For a sample of recent citations to our research and reports, see: <http://trac.syr.edu/tracatwork/>.

We also request a full waiver of fees. As you are aware, FOIA sets strict time limits for responding to requests because timely receipt of the information that must be made public is a cornerstone of having an informed citizenry. Thus, there is substantial public interest in monitoring the success of an agency in meeting these timeliness goals. Indeed, because of their public importance, Congress requires each federal agency to compile and publish statistics on FOIA response times and pending caseloads each year. However, by the time these FOIA reports are available to the public, they are no longer timely. It is the purpose of this request to gather and analyze the requisite data to provide regularly updated FOIA monitoring reports on your agency.

We look forward to receiving this information. Should you have any questions, or if we can be of any assistance, please feel free to contact us. Please note that our new email address is [tracfoia@syr.edu](mailto:tracfoia@syr.edu).

Thank you very much.

A handwritten signature in black ink. The signature is written in a cursive, flowing style. The first part of the signature, "Susan B. Long", is written in a more compact, looped cursive. The second part, "David Burnham", is written in a more open, elegant cursive. The two names are connected by a long, sweeping horizontal line.

Susan B. Long and David Burnham  
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